

# OAK RIDGE R2A2 MAPPING

11/27/2002 2:39 PM

Division: Human Resources Division, AD-44

Organization: Directives Management Group (DMG), AD-440

Date: 08/22/2002

<b><i>Roles &amp; Responsibilities</i></b> (per ORO Manual 110)	<b><i>Accountabilities</i></b> (Internal and External)	<b><i>Authorities Delegated</i></b>				
		<table border="1"> <thead> <tr> <th data-bbox="1304 305 1780 326"><i>Type</i></th> <th data-bbox="1780 305 2034 326"><i>From</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="1304 326 1780 1247"> <b><u>Directives:</u></b> <ul style="list-style-type: none"> <li>DOE O 251.1A, "Directives System"</li> <li>DOE M 251.1-1A, "Directives System Manual"</li> <li>DOE O 252.1, "Technical Standards Program"</li> <li>DOE G 252.1-1, "Technical Standards Program Guide"</li> <li>DOE M 411.1-1B, "Safety Management Functions, Responsibilities, and Authorities"</li> <li>DOE P 450.2A, "Identifying, Implementing and Complying with ES&amp;H Requirements"</li> <li>DOE P 450.3, "Authorizing Use of the Necessary and Sufficient Process for Standards-Based ES&amp;H"</li> <li>DOE M 450.3-1, "DOE Closure Process for Necessary and Sufficient Sets of Standards"</li> <li>DOE P 450.4, "Safety Management System Policy"</li> <li>ORO M 110, Chapter 7, "Office of Assistant Manager for Administration"</li> <li>ORO O 250 (All Chapters), "Standards Management"</li> <li>ORO M 411.1-1D, "Manual of Safety Management Functions, Responsibilities, and Authorities, Level II, for Oak Ridge Operations"</li> </ul>   <b><u>Federal Law:</u></b> <ul style="list-style-type: none"> <li>DEAR Clause 10 CFR 970.5204-2, "Laws, Regulations and DOE Directives"</li> </ul> </td> <td data-bbox="1780 326 2034 1247"> <ul style="list-style-type: none"> <li>HQ</li> <li>Field Element Manager (FEM)</li> <li>Service Agreement between Oak Ridge Operations Office and Y-12 Area Office, NNSA</li> </ul> </td> </tr> </tbody> </table>	<i>Type</i>	<i>From</i>	<b><u>Directives:</u></b> <ul style="list-style-type: none"> <li>DOE O 251.1A, "Directives System"</li> <li>DOE M 251.1-1A, "Directives System Manual"</li> <li>DOE O 252.1, "Technical Standards Program"</li> <li>DOE G 252.1-1, "Technical Standards Program Guide"</li> <li>DOE M 411.1-1B, "Safety Management Functions, Responsibilities, and Authorities"</li> <li>DOE P 450.2A, "Identifying, Implementing and Complying with ES&amp;H Requirements"</li> <li>DOE P 450.3, "Authorizing Use of the Necessary and Sufficient Process for Standards-Based ES&amp;H"</li> <li>DOE M 450.3-1, "DOE Closure Process for Necessary and Sufficient Sets of Standards"</li> <li>DOE P 450.4, "Safety Management System Policy"</li> <li>ORO M 110, Chapter 7, "Office of Assistant Manager for Administration"</li> <li>ORO O 250 (All Chapters), "Standards Management"</li> <li>ORO M 411.1-1D, "Manual of Safety Management Functions, Responsibilities, and Authorities, Level II, for Oak Ridge Operations"</li> </ul> <b><u>Federal Law:</u></b> <ul style="list-style-type: none"> <li>DEAR Clause 10 CFR 970.5204-2, "Laws, Regulations and DOE Directives"</li> </ul>	<ul style="list-style-type: none"> <li>HQ</li> <li>Field Element Manager (FEM)</li> <li>Service Agreement between Oak Ridge Operations Office and Y-12 Area Office, NNSA</li> </ul>
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<ul style="list-style-type: none"> <li>Develops, coordinates, and administers the Oak Ridge Operations (ORO) Directives and Standards Management Program, which includes DOE/ORO Directives, technical standards, and other guidance documents for multiple Program Offices performing work in 5 different states.</li> <li>As the Subject Matter Expert for the Directives Program, the DMG:                             <ul style="list-style-type: none"> <li>maintains and develops processes to assess, track, and administer the compliance of ORO's contractors with directives and technical standards;</li> <li>prepares or assists in the preparation of ORO directives;</li> <li>coordinates the review of draft DOE directives, and technical standards;</li> <li>assists Contracting Officer's Representatives (CORs) with the Standards Management Program activities, including Requirements Change Notices (RCNs) and Contract Modifications;</li> <li>tracks Memoranda of Understanding/Agreement; Authorization Agreements; and Letters of Delegation;</li> <li>serves as a repository for all DOE/ORO directives;</li> <li>distributes directives and other Standards Management Program documents to ORO staff and contractor staff as applicable;</li> <li>serves as a "Process Coach" for the development or revision of Work Smart Standards (WSS) sets;</li> <li>tracks and maintains Standards Requirements Identification Documents (S/RIDs); and</li> <li>develops and maintains DMG Home Page.</li> </ul> </li> <li>Administers the U. S. Savings Bond and Combined Federal Campaigns.</li> <li>Coordinates the preparation and publication of formal ORO Route Slips and Organization Charts.</li> <li>Performs assigned roles and responsibilities in a safe manner (i.e. Integrated Safety Management System [ISMS]).</li> </ul> <p>NOTE: This is direct support of Departmental missions.</p>	<p><b><u>External:</u></b></p> <ul style="list-style-type: none"> <li>Congress/Government Accounting Office (GAO)</li> <li>DOE Headquarters (HQ)/Office of Management, Budget, and Evaluation (ME)</li> <li>DOE HQ/Office of Science (SC)</li> <li>DOE National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO)</li> </ul> <p><b><u>Internal:</u></b></p> <ul style="list-style-type: none"> <li>Manager, Oak Ridge Operations Office, DOE</li> <li>DOE-ORO Assistant Manager for Administration (AMA)</li> <li>DOE-ORO Director, Human Resources Division</li> <li>DOE-ORO Procurement and Contracts Division Contracting Officers (COs)</li> <li>DOE-ORO Line Management CORs</li> </ul> <p>Accountabilities assured by:</p> <ul style="list-style-type: none"> <li>Defense Nuclear Facility Safety Board (DNFSB) Audits</li> <li>ISMS Audits</li> <li>HQ/ME Audits (Directives Team)</li> <li>HQ/ME-63 Periodic Balanced Scorecard Audit</li> <li>HQ/Office of Environment, Safety, and Health (EH) and DOE-ORO Assistant Manager for Environment, Safety, Health, and Emergency Management (AMESH) Audits</li> <li>Individual Performance Appraisal</li> <li>Periodic Self-Assessment via Customer Survey</li> </ul>	<p>What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal?</p> <p><b><u>TYPES of DELEGATIONS:</u></b>                      Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)                      Federal Law (29CFR1910, 10CFR830, etc.)                      DOE Directives (i.e., DOE Order 521.1A)                      Interagency Agreements (i.e., State, EPA, NRC, etc.)                      Include implied Authorities</p>				
<p>What Does this organization do for the department? Is it in <b><i>direct or indirect</i></b> support of Departmental missions?</p>	<p>To whom is this organization accountable to? How is accountability assured? External Review</p>					